

**WORCESTER COUNTY**  
**Job Opportunities**

**DEPARTMENT:** CIRCUIT COURT  
**JOB TITLE:** Office Assistant V – Family Division  
**COMPENSATION:** GRADE 13/STEP 1 \$32,261 Annually/\$15.51 Hourly  
**APPLICATION PERIOD:** UNTIL August 17, 2016

This individual will be responsible for complex secretarial duties in a fast paced environment, requiring the use of independent judgment and mature discretion as well as strong organizational, communication, technical and interpersonal skills and is under the direct leadership of the Magistrate of Domestic Relations and the Family Division Coordinator.

**DUTIES AND RESPONSIBILITIES:**

- Effectively and efficiently handle multiple tasks with excellent attention to detail
- Maintains confidentiality of records and information
- Answers phones for the Magistrate and Family Division staff, records messages, makes appropriate transfers, etc.
- Effectively manages the Magistrate's dockets and calendars, pulls Magistrate's files and ADR files
- Prepares files and reports for CINA dockets
- Prepares the Bench for the Magistrate's dockets; paper, pens, copies of Code and Rules, Scheduling Orders, Vital Statistics forms, Consents, etc.
- Types all reports and correspondence for the Magistrate and proofreads to ensure correctness
- Maintains all filing for the Magistrate and Family Division staff utilizing the required UCS wandling system
- Adheres to Case Flow Management policy/practice
- Manages incoming and outgoing mail and faxes
- Schedules maintenance of all JIS issued equipment; computers and printers
- Maintains domestic relations forms in the Family Division, Clerk's office and pro se assistance clinic
- Accurately enters and maintains data in the Family Division/AOC database
- Prepares agenda's, binders and secures needed equipment for meetings/trainings
- Orders departmental supplies and maintains supply room
- Performs other related duties as directed by the Administrative Judge or Court Administrator to include providing secretarial services to other departments or visiting Judges

## QUALIFICATIONS AND SKILLS:

- High school diploma equivalent plus at least 5 years of work-related training and experience, with at least 3 years of increasing responsibility in an office environment
- Ability to demonstrate that one is trustworthy, ethical, and committed to excellent customer service
- Ability to demonstrate pro-active approaches to problem-solving, sound judgment and strong decision making skills
- Proficient typing skills necessary to produce accurate documents, correctly formatted, proofread and in reasonable time, without the need for strict scrutiny
- Ability to demonstrate communication skills necessary to promote appropriate professional relationships with staff and court users
- Ability to demonstrate intermediate to advanced level skills in Outlook, MS Word, Excel, PowerPoint, Publisher, etc.
- Ability to schedule, coordinate and prepare for conferences and meetings
- Ability to perform and prioritize multiple tasks seamlessly
- Ability to handle confidential information with discretion
- Proficiency in office practices and procedures including the ability to operate office equipment

**For consideration of hire, we request a completed County job application available online: [www.co.worcester.md.us](http://www.co.worcester.md.us), along with resume if available.**

**You may fax to: 410-632-5614, e-mail to:**

**[ahankins@co.worcester.md.us](mailto:ahankins@co.worcester.md.us)**

**Or mail to: Department of Human Resources, Attn: Ann Hankins,  
Worcester County Government Center, One W. Market Street, Room  
1301, Snow Hill, MD 21863-1213**